

PROCEDURE 1410.06
Issued January 1, 1994

SUBJECT: Telecommunications directory listing updates.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To ensure an accurate telephone directory database for the purposes of billing, operator inquiries, and the State of Michigan Telephone Directory.

CONTACT AGENCY: Department of Information Technology (DIT)
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SUMMARY: To update a telephone listing, the telephone directory contact person of the affected entity must complete a DIT-918, Telephone Directory Listing (TDL). The form consists of two parts that contain new and old telephone directory information. One or both parts are completed by the agency, and the form is forwarded to Telecommunications Services for processing.

APPLICABLE FORMS: DIT-918, Telephone Directory Alphabetical Listing.

PROCEDURES:

Agency:

- To add a name to the telephone directory, completes part "A", "New Information," of the TDL.
- To delete a name from the telephone directory, completes part "B", "Old Information," of the TDL.
- To change directory information (e.g., moves, name changes, telephone number changes), complete parts "A" and "B" of the TDL.
- Enters the date, name, and telephone number (of person within agency preparing the form) at the bottom of the TDL.
- Sends completed form to the address at the bottom of the TDL.

